



# Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

May 2019

## Two-volume Grants Management Manual published online

*GFR produced separate volumes for state as the grantor and as the grantee*

Since its founding, the Office of Grants and Federal Resources (GFR) has worked to build capacity among the grants community in Arizona, with a focus on supporting grants management within state agencies. As part of this ongoing capacity building and per direction in Arizona Executive Order (EO) [2013-09](#), GFR staff has been drafting and revising a comprehensive [two-volume Grants Management Manual \(GMM\)](#). The GMM documents policies and procedures for the administration and management of all State of Arizona grant programs with the objective of setting a standardized process for grant processing and management. Included in the manual are policies, guidelines, and instructions for performing specific activities associated with all stages of the grants management process. Appendices offer additional resources, including sample site visit documents, sample financial and program progress reports, grant application documents, a grant pursuance matrix and press release template.

As each section has been completed, staff has published the material online with individual sections linked via a table of contents. The first volume, GMM—Grantor, was finalized last summer. The second volume, GMM—Grantee, was finalized this month. Each volume contains more than 100 individual documents that are organized in chapters aligned with the grant management lifecycle. This structure allows the user to access information specific to the topic he/she is reviewing (such as [negotiating indirect costs](#)). Also, this structure allows GFR staff to update and publish a specific section rather than revising and publishing a new version of the entire manual. Both volumes of GMM are available on the GFR website. Grant program managers are encouraged to peruse the GMM online and refer to the manual for guidance on specific topics and tasks.

### **Reminder: Agency FY20 subrecipient monitoring plans due to GFR by May 31**

State agencies as grantors must submit their subrecipient monitoring plans to the Office of Grants and Federal Resources (GFR) by May 31. The agencies' plans are required under GFR's annual statewide monitoring plan, based on requirements included in Uniform Guidance [§200.331](#) and as authorized under Arizona Executive Order [\(EO\) 2013-09](#). The plan helps ensure state agencies are monitoring at least 10 percent of their open grants. The policy, included in the Grant Management Manual (GMM) Grantor ([Section 8.2.1](#)), applies to all state agencies that grant funding to subrecipients. A [downloadable template is available on the GFR website](#). **Once state agencies have submitted their respective plans, GFR staff will consolidate the individual plans into a comprehensive, statewide plan.** GFR staff will email a notice once the statewide plan is completed this summer.

Grant program managers that need additional assistance or have questions should email staff at [GFR@azdoa.gov](mailto:GFR@azdoa.gov) or call Compliance Manager Veronica Peralta at 602-542-7537.

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## State of Grants documents sent to first wave of agencies

As announced in the April issue of the *GFR News Bulletin*, GFR staff has begun emailing the State of Grants documents to each agency—15 state agencies have received their individualized reports. Each agency's State of Grants document lists all open projects and programs in eCivis; this allows state agencies to identify any gaps and capture needed updates. It also provides a complete statewide representation of grant activities in eCivis. The emailed report is comprised of two files: a detailed spreadsheet and a PDF that provides a narrative overview of the spreadsheet data. The spreadsheet has four tabs of eCivis data: timeliness of closeout, using eCivis, all awarded funding in eCivis, and using eCivis as the eFiling system. The final tab lists all of the agency's eCivis users, allowing the Department Master Account Holder (DMAH) to review the list and remove users who no longer require access. The State of Grants document includes a recommended action plan. GFR will send out the rest of the agency State of Grants documents by June 30, 2019 to CFOs and DMAHs.

## Please use eCivis to solicit grants; APP is used for contracts

State policy ([SAAM 70.05](#)) mandates that "grants shall be established in eCivis." Only eCivis or an agency's legacy grants management solution may be utilized for soliciting grant applications. Please note: Grant program managers are not permitted to use procurement systems such as the Arizona Procurement Portal (APP) for grant solicitations.

## GFR publishes series of eCivis user guides

In an effort to support current and onboarding eCivis users, GFR staff has published a series of [eCivis user guides on the GFR website](#). The user guides, which are written and organized by specific task, help account holders navigate the various grants management activities in eCivis. The user guides include screenshots to offer a step-by-step illustration of each task. Additional user guides will be published once the eCivis SRM enhancements are finalized, user tested and rolled out later this summer.

## What is the Office of Management and Budget? (And how does it relate to grants?)

The [Grants.Gov Community Blog](#) has a helpful post explaining the role of the White House Office of Management and Budget (OMB) as it relates to the grant programs implemented by federal agencies, how they are managed, their budgets, and the forms applicants complete when applying for a grant. The relationship is more complex than simply complying with OMB's Uniform Guidance. The blog post is archived from two years ago but the information remains relevant and provides a high-level overview of this executive agency and its impact on grant-funded programs.

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